

**State Work Study, Office Assistant 2
Student Financial Assistance Division**

Reports to: College Bound Program Administrator
Division: Student Financial Assistance
Classification: State Work Study Student
Hourly Wage: \$11.59

About the Position

The Washington Student Achievement Council is currently hiring a State Work Study Office Assistant 2 to assist with the College Bound Scholarship Program records. The position is part of the Student Financial Assistance Division and will report to the program administrator for the program. Hours will be part-time (up to 19 hours per week) through the academic year, depending on the student's award amount.

Responsibilities

- Use Laserfiche to scan, index, and file program applications
- Assist with data entry of new applications
- Maintain filing system
- Assist in coordinating and archiving materials

Qualifications

- State Work Study Award
- Previous office experience
- Familiarity with filing standards
- Ability to oversee filing project
- Excellent organizational skills and attention to detail
- Comfortable with routine, repetitive work
- Experience working within specific timeframes to meet deadlines
- A good work ethic and desire to gain valuable work experiences that will assist in future career advancement

To apply, please send a copy of your resume, available schedule, and State Work Study award information to Karen Moton-Tate by e-mail at Karenm@wsac.wa.gov , or by fax at (360) 704-6202. You may also contact Karen by phone at (360) 753-7802 if you have any questions.